

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES
Tuesday, October 14, 2014
Montpelier Elks Club
Montpelier, VT**

Approved

State Board Members Present: George Cross, Chair; Carol Bokan, Vice-Chair; David Luce, Secretary; Richard Fraser, Brian Vachon

State Board Members Absent: Dan Alcorn, Sarah Flynn, Jason Gibbs, Andy MacIlwaine

Local Advisory Board Members: Don Luman, Kathi Rousselle, Michelle Tarryk

CHSVT Administration Present: Dana Lesperance, Assist. Dir., Corr. Educ.; Troy McAllister, Assist. Dir., Corr. Educ.; Sheila Sayah, Admin. Svcs. Tech.; Jerry Schartner, Assist. Dir., Corr. Educ.

CHSVT Administration Absent: Wilhelmina Picard, Director, Corrections Education

The meeting was called to order at 10:05 a.m.

Approval of Meeting Minutes

George Cross entertained a motion to approve the minutes from September 10, 2014. Richard Fraser accepted and David Luce seconded the motion. The September minutes were approved.

Administrative Reports

Dana handed out copies of the CHSVT Annual Report. He referenced pages 15-22 titled: Corrections Education: Programs, Curriculum and Outcomes. The Administrative Team of Wilhelmina, Troy, Dana and Jerry worked together to create comprehensive information about the entire Corrections Education program.

There was a question and discussion about two currently frozen educator positions. It is not known if these positions will remain frozen into next fiscal year.

There was a question and discussion about the offender reentry program. There is now a case management program within corrections. There was further discussion and clarification about the role of a Case Manager. Correctional Educators and Case Managers are now meeting to align information and planning for offenders. This will allow for better collaboration and help offenders transition better into the community.

Action Items

a. Election of Officers for State Board

Brian Vachon nominated George Cross for Chair, Carol Bokan seconded and Richard Fraser moved to close the ballot and vote.

Dave Luce nominated Carol Bokan for Vice-Chair, Brian Vachon seconded and Richard Fraser moved to close the ballot and vote.

Carol Bokan nominated Dave Luce for Secretary, Brian Vachon seconded and Richard Fraser moved to close the ballot and vote.

Results: George Cross was re-elected as Chair, Carol Bokan was re-elected as Vice-Chair, and Dave Luce was re-elected as Secretary.

Discussion Items

a. Report on Legislative Oversight Meeting – George

There are continued meetings looking at and discussing per unit costs of corrections programming as well as the relationship between CHSVT and Adult Basic Ed programming throughout the state. The Oversight and sub-committees continue to meet and discuss the above issues.

b. NEASC Accreditation Review

Dana shared the CHSVT NEASC Self-Study Action Plan with the Board. He reviewed the plan and timeline.

c. CHSVT info – faculty, student data

Troy handed out a spreadsheet from the FOCUS database that showed Average Daily Attendance from July 1, 2014 to October 13, 2014. He explained the information and answered questions.

Troy was also asked about the number of educators at each campus. He referred to the Annual Report and went over each campus with the Board. It was requested that the names of the towns that each campus resides be added to the faculty list in next year's Annual Report.

There was a discussion about the Newport street campus and where it might be located now that the building that it was previously housed in has been sold. A new location is still being searched for at this time.

d. Budget Updates

George gave a brief overview of budget issues over the past two years. There has been close to a million dollars cut from the CHSVT budget over the past two years and it is currently not known what will happen with next fiscal year's budget. There may be a need to look at a reduction in services.

Dana explained that the school is currently staying within the current budget and the finance department is sending Wilhelmina weekly updates.

e. Industry Update – Chittenden Facility

Jerry announced that he will be moving his VCI staff and shutting down the textile industry at the Chittenden facility as it was not cost effective. Vermont Works for Women is working with VCI to discuss other industry options.

f. Success Stories

Dave shared that the Northwest State facility gardens were very successful this year and won 28 ribbons at the Champlain Valley Fair. The Southeast Work Camp gardens, in Windsor, were also successful and won several ribbons at the Tunbridge Fair.

Dana shared a story about a former offender who completed the barbering program before he was released and is now working as an intern with a local barber. He connected with VocRehab to obtain the necessary tools that were needed for his new profession and is doing very well.

The Legislature is interested in an open house for Corrections Education in January at the State House to bring more awareness of the great programming that exists within CHSVT and VCI. This will be discussed at greater length at the November board meeting.

g. Discussion/Questions about Local Boards

George stated that the local boards are not established by law and therefore are a sub-board of the State Board. The local boards are required to run like the State Board and must follow open meeting laws. This includes warning each meeting in three different public places and minutes must be posted within five days of meeting. It was suggested that a memo be sent to the local boards with information about how and where to warn meetings and post minutes.

Dana shared some information about the formation of the proficiency-based portfolios that students are starting to create. Committees will be formed, to hopefully include people from the community, and possibly local boards, to review portfolios as they are completed and before they graduate or are released.

Items for next meeting

1. January Legislative Session Open House
2. CHSVT info – enrollment
3. Budget updates
4. Industry update – Chittenden facility campus
5. AOE update
6. Invite VT Works for Women?

Next Meeting

Tuesday, November 18, 2014, Central Office, Williston.

George entertained a motion to adjourn. Richard Fraser accepted the motion and Brian Vachon seconded the motion. The meeting adjourned at 2:00 p.m.

Respectfully Submitted,

Sheila Sayah